

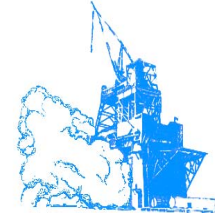
Stennis Space Center

Thinking About Taking the Leap?
Hear from those Who Did So... and Survived
A Case Study:
NASA Stennis Space Center
Electronic Records Management

Presented by: Colby Albasini, CSC



Agenda

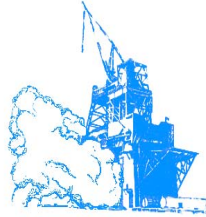


Stennis Space Center

- ITS Records and Document Management
- History
- Goals
- Evolving from Paper
- Challenges
- Lessons Learned



ITS Records and Documentation Management



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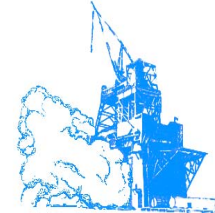
Chartered to provide support in the management of Federal records, NASA and SSC Directives, processing of Space Act Agreements, administering documentation management processes and systems, and assisting with information management activities.



- Records Indexing
- Technical Writing
- Storage and Retrieval of Records
- Records Management Training
- Staffed with NARA certified Federal Records Managers and United States Export Control Officers
- Auditing records, record-keeping systems, and practices
- Managing records archival and legal disposition
- Provide Risk Assessments



History

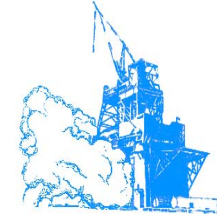


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- 1998 established SSC Technical Documentation System
- 1999 – Approximately 3,800 documents in the system
 - No Electronic Records Management
 - No uniform numbering scheme
 - Most items scanned, but not OCR or text searchable
- 2008 – Approximately 100,000 documents
 - Electronic Records Management Module
 - 47 percent of documents with associated RMA
 - Majority of items in native or text searchable formats
 - Updating schedules to address all items as media neutral

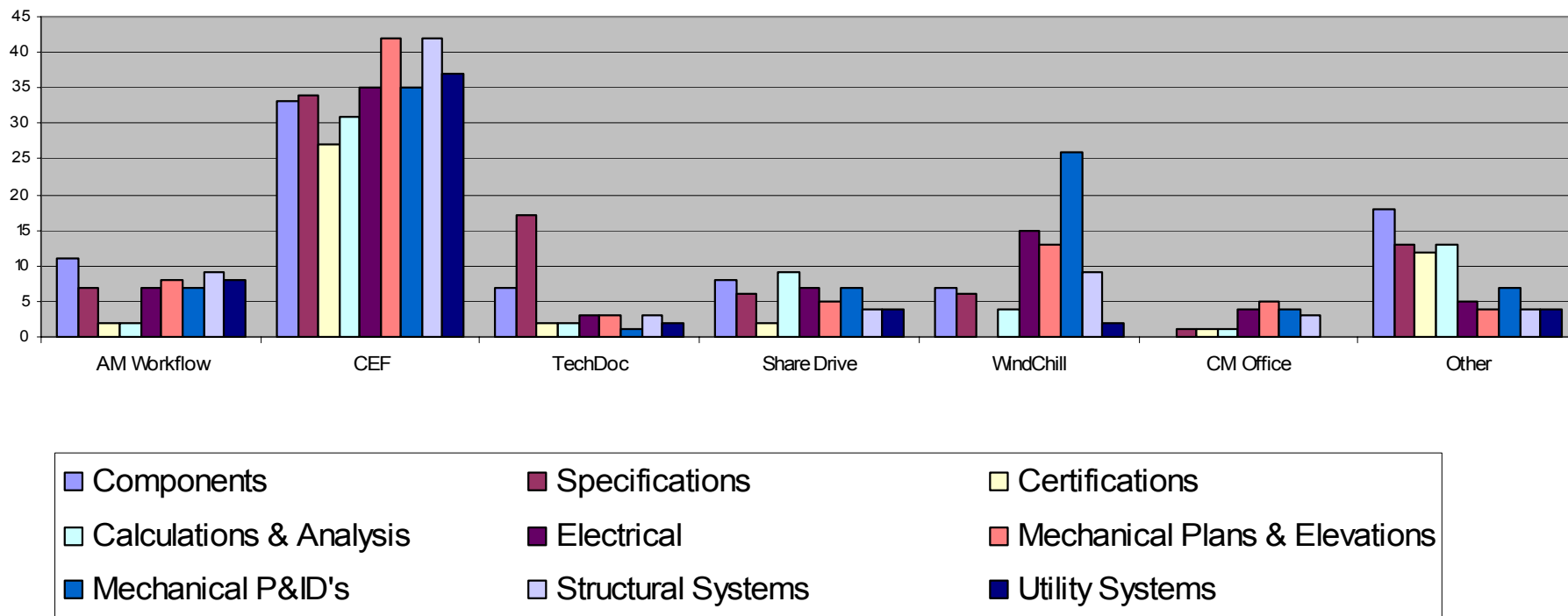


Historically Paper



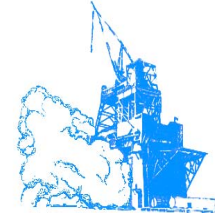
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Where Information was Found





Goals

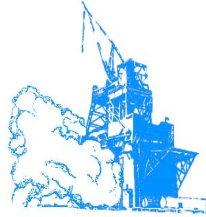


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- Move from paper to electronic
- Provide a site-wide repository
- Establish a Document Management System
- Determine a Standardized numbering system
- Develop a consistent format
- Prevent documentation rework
- Achieve ISO Certification



Evolving from Paper to Electronic

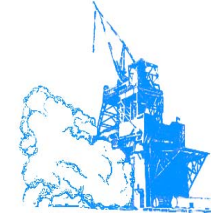


Stennis Space Center

- Standardized documentation
 - Formalized document numbering
 - Tied to Agency File Scheme
 - Center–Doc Type–AFS–Seq. No–Unique ID
 - SPG 1400.1 Stennis Documentation Procedural Guidelines
- Enhanced TechDoc System
 - Document categorization
 - Report Capabilities



Enter Document Information



Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For:

Document Create Document in /ITS_TOD/rhoward

Help

Number:

Title:

Doc Type: Choose One

Doc Category: Choose One

☒ Check to add myself to Distribution List.

☒ Check to add myself to Notification List.

Point of Contact:

Organization: ITS_TOD - ITS Technology Operations Directorate

Web Search: Community

Reason:

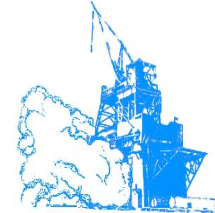
Standardized Numbering

(See next slide)

Contact Us



Document Categories

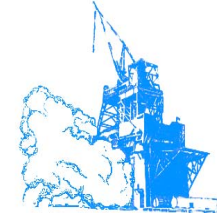


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Abbreviation	Name
ComFin	Commercial/Financial
EAR	Export Administration Regulations
ITAR	Int'l Traffic In Arms Regulations
NS	Non-Sensitive Information
PriPro	Privileged/Proprietary
TradeSecret	Trade Secrets Act
Security	Homeland Security
ACI	Administratively Controlled Information



Enter Report Info



Stennis Space Center

DocMgr sscddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For: OK

Report

Help

Create Report

Name:

Description:

Report Type: Private

Show Headings: Yes

Table: Choose One

Next Cancel

Report Name.

Report Description.

Will this Report be
Private or **Shared**?

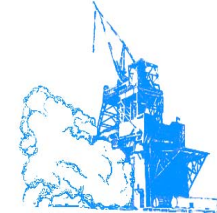
Choose **Yes** or **No** to **Show**
Headings on Report.

Select a **Table** format for
your Report.

Click **Next**.



Select Report Fields



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DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For: OK

Report Help

Choose Data Fields To Show

Columns:

Available Data Fields

- Comments
- Create Date
- Doc Category
- Doc Number
- Doc Type
- In Review
- Keywords
- Latest Metric Date
- Metric Frequency
- Metric Organization
- Metric POC
- Metric Resp. Official

Add >

< Remove

< Remove All

Move Up

Move Down

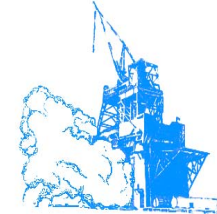
Selected Data

Previous Next Cancel

1) Choose the desired field(s) from the **Available Data Fields** list.

2) Click **Add**.

3) Click **Next**.



Refine Your Report

Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For:

Report
Help

Choose Data Fields to Limit Results on Report

Old_Document_No:

New Criteria:

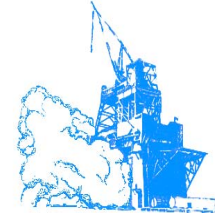
Keyword:

Five (5) left and right parentheses on each criterion line allow for nesting.

Click Next.



Preview Report



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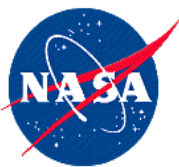
DocMgr		ssctddoc.ssc.nasa.gov			
Explorer	Lists	My Work	Reports	Reviews	Support
Search by:		Document Number	For:		OK

Report	Preview/Save Report
Help	Preview As: CSV , HTML , XML
	<input type="button" value="Previous"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>

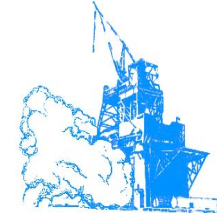
If you need to make a change, click **Previous**.

You can choose to preview the Report in **CSV**, **HTML**, or **XML** format.

The Report will not actually be saved until you click **OK**.



Electronic Review



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Review Team Info - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowReviewTeam?rtid=1003&expand=1

Review Team Info

DocMgr ssctddoc.ssc.nasa.gov calbasina (Admin)

Explorer Lists My Work Reports Reviews Records Admin Support

Search by: Document Number For: OK

Log Out Advanced Search

Review Team

- Copy
- Create Level
- Delete
- History
- Modify
- Move Levels
- Show Info
- Show... Collapse Tree Full Team
- All Teams
- My Teams
- Shared Teams
- Help

Review Team Info

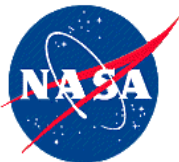
Name	Description
STI	Scientific and Technical Information

Level	Max Duration	Votes Needed	Auto Concur	Auto Promote
1	1 Week	1	No	Yes
Voters: Local/Remote/Subteam				
TDADMIN				
Albasini, Colby V				
Stiglets-Admin., Tim S				
Dartez-Admin, Deanna C				
2	2 Days	1	No	Yes
Voters: Local/Remote/Subteam				
Canady, Cynthia P				
3	2 Days	1	No	Yes
Voters: Local/Remote/Subteam				
4	3 Days	1	No	Yes
Voters: Local/Remote/Subteam				

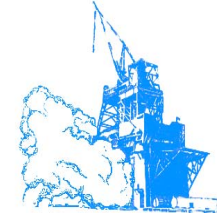
Internet 100%

start

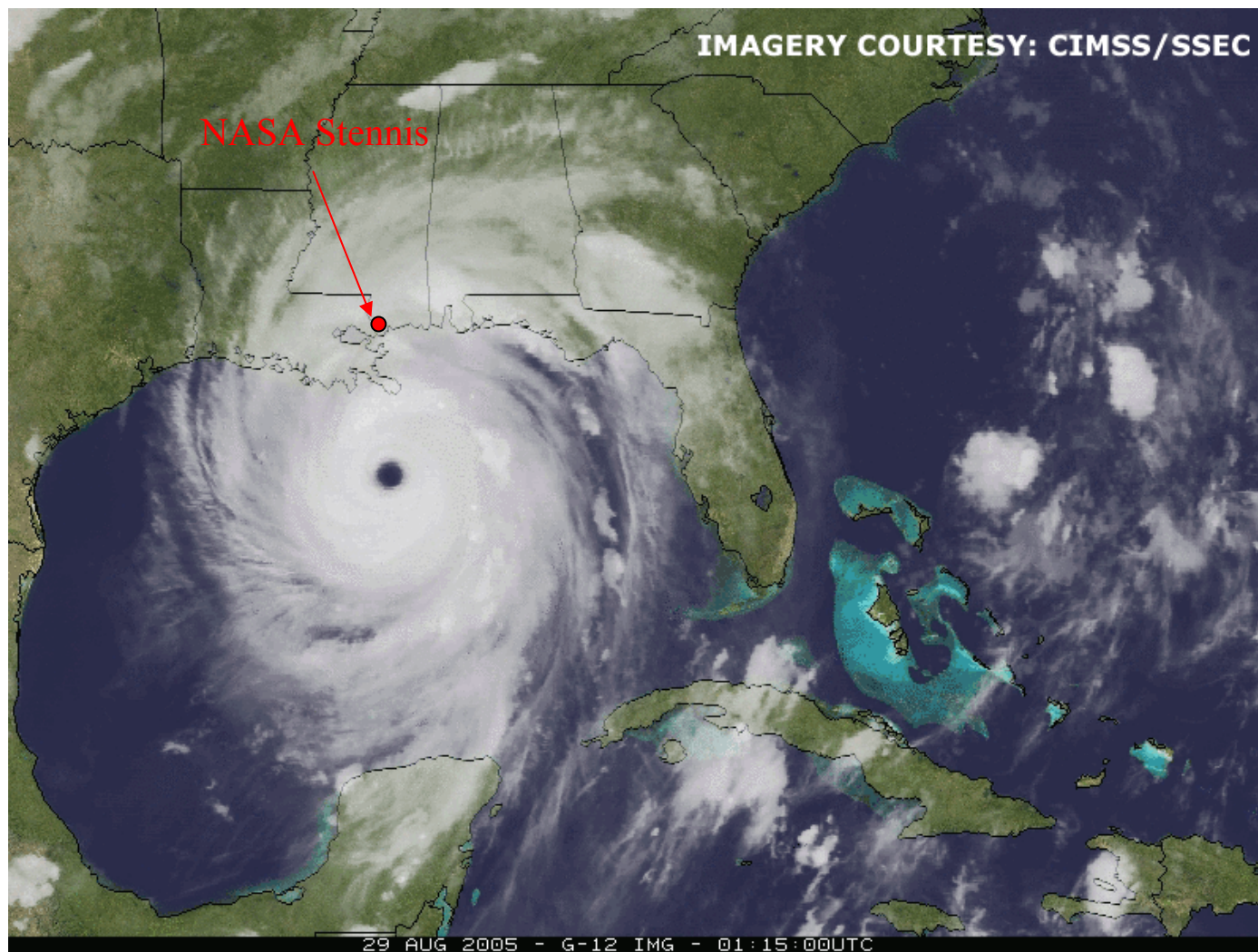
Inbox - Microsoft... Colby V Albasini ~... RAC008.ppt NARA RC 08.ppt UniqueCodes.do... Review Team Inf... 9:41 AM



Challenges

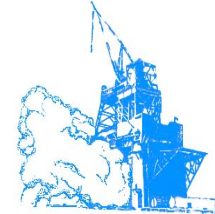


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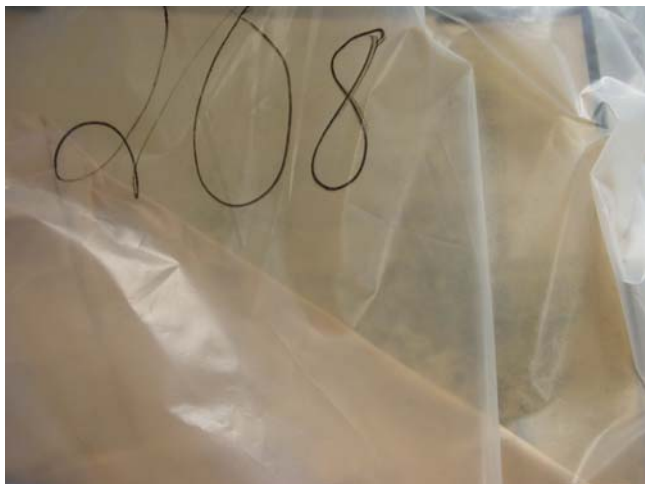
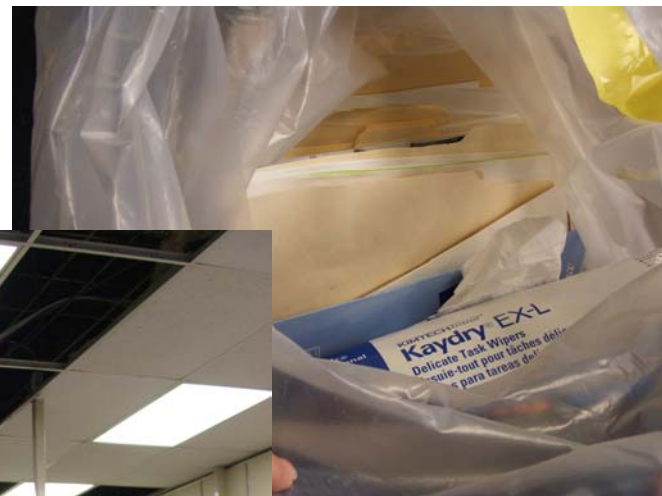
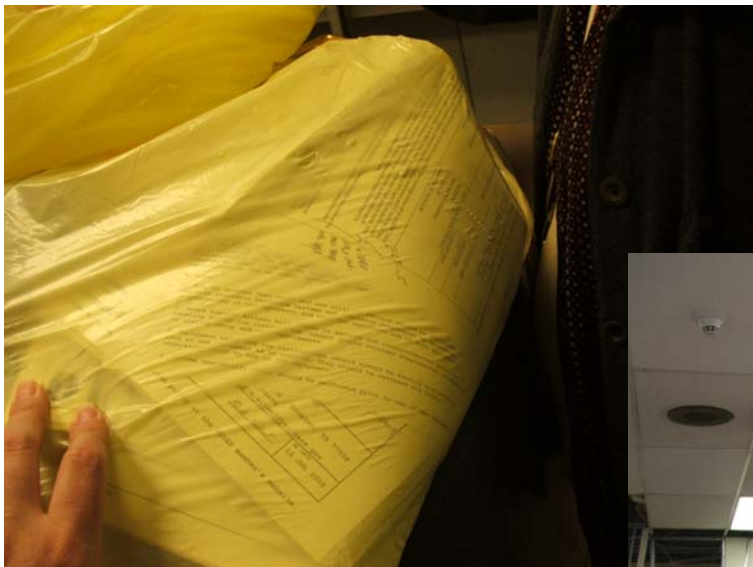




Lessons Learned

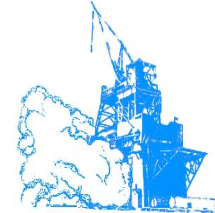


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Opportunities

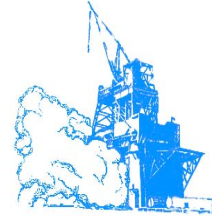


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- Increase visibility into records management
- Improve Disaster Recovery
- Increase employees interest in process improvement
- Improve electronic records management
- Improve records management facility location
- Refine procedures to be more proactive



Electronic Records



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All RMA File Plans - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan

DocMgr Explorer Lists My Work Reports Reviews Records Admin Support

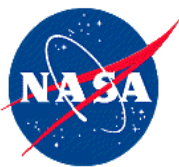
Search by: Document Number For: OK

calbasina (Admin) Log Out Advanced Search

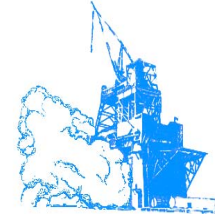
RMA File Plans	All RMA File Plans	51 RMA File Plans				
Create	Record Category Name	Record Category Identifier	Permanent	Vital	Review Period	Retention Period
Help	Accounting Principles	9210 Schedule 9 Item 10	No	No	5 Years	5 Years
	Agreements	1050 Schedule 1 Item 6 B	Yes	Yes	10 Years	
	CERCLA	8800 Item 43 G	No	No	10 Years	10 Years
	Charity Drives, Contributions, and Solicitations	3940 Schedule 3 Item 61 A	No	No		
	Classified Information Nondisclosure Agreements	1610 Schedule 1 Item 102	No	No	70 Years	70 Years
	Communication (Account Files)	2500 Schedule 2 Item 19 F 3	No	No	2 Years	2 Years
	Contracting by Negotiation	5115 Schedule 5 Item 14 a	No	No		
	DAA	2200 Document Availability Auth	No	No	5 Years	5 Years
	Daily Utilization Records	6740 Schedule 6 Item 11 H	No	No	3 Years	3 Years
	Development of Personnel Statistics	3292 Schedule 3 Item 10 A	No	No	5 Years	5 Years
	Directives	1400 Schedule 72, Item B.1	Yes	Yes	5 Years	
	EmailRecordsPlan	EmailRecords	No	No		
	Employee Performance and Utilization	3400 Schedule 3 Item 33 A 2	No	No	3 Years	3 Years
	Executive Position Files - Performance Files	3100 Schedule 3 Item 5 B 2 b	No	No	5 Years	5 Years
	Federal Acquisition Regulations (FAR) Systems	5101 Schedule 5 Item 6	No	No	25 Years	25 Years
	Formal Directives, NASA Management Instructions (NMI), Procedurals, and Operating Manuals	1410 Schedule 1 Item 72	Yes	No		
	Forms	1420 Item 74-A	No	No	5 Years	5 Years
	Grants and Cooperative Agreements	5800 Schedule 5 Item 37 A	No	No	6 Years	6 Years

Done

start UniqueCodes.doc - Mi... Microsoft Office O... Calby V Albasini - Inb... Microsoft Office P... All RMA File Plans - W... 3:43 PM



ERM File Plans



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RMA File Plan Info - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan?rfpid=1001

SSC DocMgr

Explorer Lists My Work Reports Reviews Records Admin Support

Search by: Document Number For: OK

calbasina (Admin) Log Out Advanced Search

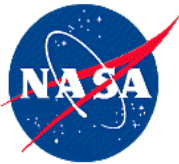
RMA File Plan	RMA File Plan Info
Delete	Record Category Name: Directives
History	Record Category Identifier: 1400 Schedule 72, Item B.1
Modify	Owner: Dartez-Admin, Deanna C
RMA File Plans	Permanent Records: Yes
Help	Vital Records: Yes
	Review Period: 5 Years
	Retention Period:
	Record Category Description: Issuances related to agency program functions. Management issuance office Responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.
	* PERMANENT * RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO NARA REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1>

Contact Us

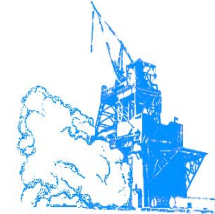
Done

start

Inbox - Microsoft Out... Colby V Albasini - Inb... RACO08.ppt RMA File Plan Info - ... UniqueCodes.doc - Mi... 4:08 PM



ERM Reports



Stennis Space Center

RMA Records That Are Permanent : RMA Records That Are Permanent - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.RmaQuickReport/RmaQuickReport.html?_step=4&_outputType=1&_ssid_=-3520898967388132091

RMA Records That Are Permanent : RMA Records Tha...

RMA Records That Are Permanent

ID	Doc Number	Owner	Date Filed	Publication Date	Last Review Date	Next Review Date	Retention Date	P	V
1000	SSC/FED-98-003-03	Nelson-Admin, Bonita R	06/23/2006	07/01/2002	07/01/2002	07/02/2012	12/31/9999	Y	Y
1001	SSC/PRI-94-010-95	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	11/15/2002	11/15/2012	12/31/9999	Y	Y
1002	SSC/PRI-97-007-98	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1003	SSC/PRI-97-008-97	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1004	SSC/PRI-97-009-98	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1005	SSC/PRI-98-004-99	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1006	SSC/PRI-99-012-99	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1007	SSC/STA-99-004-02	Nelson-Admin, Bonita R	06/23/2006	07/12/2002	07/12/2002	07/12/2012	12/31/9999	Y	Y
1008	SSAA-1053-0006	Nelson-Admin, Bonita R	06/23/2006	07/22/2003	10/26/2006	10/26/2016	12/31/9999	Y	Y
1009	SSAA-1053-0008	Nelson-Admin, Bonita R	06/23/2006	07/22/2003	01/24/2007	01/24/2017	12/31/9999	Y	Y
1010	SSAA-1050-0015	Nelson-Admin, Bonita R	06/23/2006	07/30/2003	07/14/2008	07/16/2018	12/31/9999	Y	Y
1011	SSAA-1050-0016	Nelson-Admin, Bonita R	06/23/2006	07/30/2003	07/14/2008	07/16/2018	12/31/9999	Y	Y
1012	SSAA-1050-0007	Nelson-Admin, Bonita R	06/23/2006	08/01/2003	08/06/2008	08/06/2018	12/31/9999	Y	Y
1013	SSAA-1050-0009	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	04/26/2007	04/26/2017	12/31/9999	Y	Y
1014	SSAA-1050-0010	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	08/04/2003	08/05/2013	12/31/9999	Y	Y
1015	SSAA-1050-0011	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	08/04/2003	08/05/2013	12/31/9999	Y	Y
1016	SSAA-1050-0012	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	08/04/2003	08/05/2013	12/31/9999	Y	Y
1017	SSAA-1050-0013	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	08/04/2003	08/05/2013	12/31/9999	Y	Y
1018	SSAA-1050-0008	Nelson-Admin, Bonita R	06/23/2006	08/04/2003	08/04/2003	08/05/2013	12/31/9999	Y	Y
1019	SSAA-1050-0006	Nelson-Admin, Bonita R	06/23/2006	08/12/2003	08/27/2003	08/27/2013	12/31/9999	Y	Y
1020	SSAA-1053-0007	Nelson-Admin, Bonita R	06/23/2006	08/22/2003	08/22/2003	08/22/2013	12/31/9999	Y	Y
1021	SSAA-1052-0002	Nelson-Admin, Bonita R	06/23/2006	09/05/2003	10/04/2005	10/05/2015	12/31/9999	Y	Y
1022	SSC/PRI-95-009-96	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1023	SSC/PRI-95-010-96	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1024	SSC/FED-97-010-97	Nelson-Admin, Bonita R	06/23/2006	06/12/2003	07/10/2003	07/10/2013	12/31/9999	Y	Y
1025	SSC/PRI-95-004-96	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1026	SSC/PRI-95-005-96	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1027	SSC/PRI-95-007-96	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y

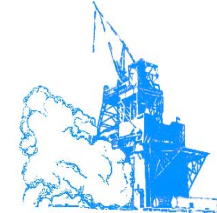
Done

Internet 100%

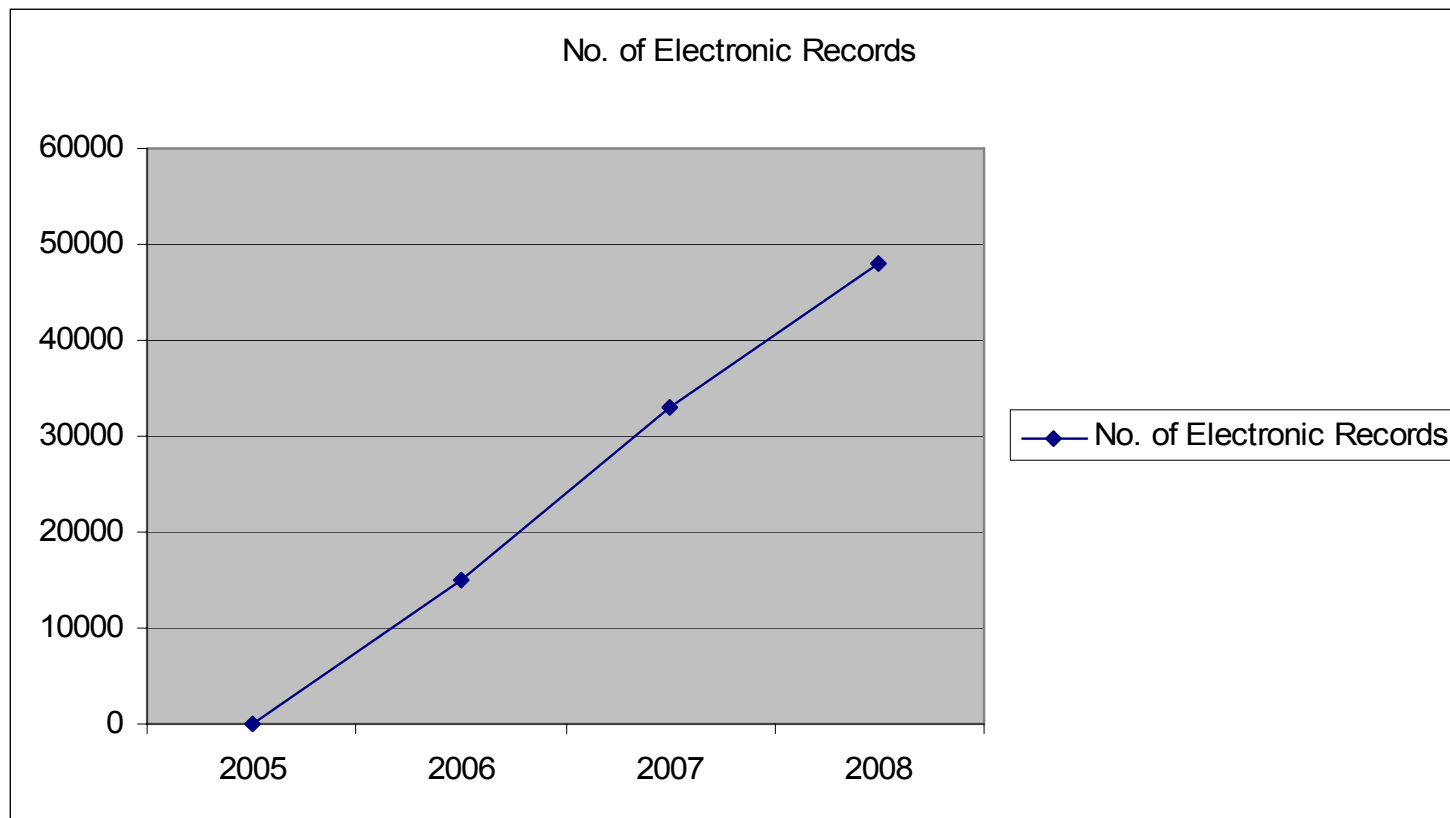
start Tasks - Microsoft ... Colby V Albasini ... RAC008.ppt RMA Quick Repor... RMA Records Tha... UniqueCodes.doc... 4:17 PM



Continuing to Evolve

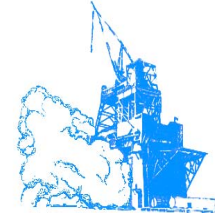


Stennis Space Center





In Summary



Stennis Space Center

- Increased visibility into records management
 - Partnered with NARA to provide electronic records management and Emergency Response training
 - Mandate all civil servants and records personnel attend training
- Improve Disaster Recovery
 - TechDoc considered a vital system
 - All electronic documentation and records managed by our system available offsite